DOCUMENT RESUME

ED 363 806 CE 065 137

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TITLE	Occupational Information Overview.
REPORT NO	ISBN-0-534-20082-6
PUB DATE	93
NOTE	370p.
AVAILABLE FROM	Brooks/Cole Publishing Co., 511 Forest Lodge Road, Pacific Grove, CA 93950-5098 ($16.25).
PUB TYPE	Books (010) -- Reference Materials - Vocabularies/Classifications/Dictionaries (134)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Career Choice; *Career Information Systems; Classification; Demand Occupations; *Employment Projections; Employment Qualifications; Income; *Labor Market; Labor Needs; *Occupational Information; Occupational Surveys; *Occupations; Postsecondary Education; Secondary Education; Wages
IDENTIFIERS	Dictionary of Occupational Titles; Guide for Occupational Exploration; Holland Occupational Classification System; Roe Occupational Classification; Standard Industrial Classifications; Standard Occupational Classification

ABSTRACT

This three-part book provides an overview of 500 occupations. The book is organized into three parts. Part I introduces the following seven occupational classification systems, along with their manuals and dictionaries: an observational classification system, Roe's Classification System, Holland's Classification System, the Standard Occupational Classification (SOC) System, the Standard Industrial Classification System, the Dictionary of Occupational Titles (DOT), and the Guide for Occupational Exploration (GOE) System. It also provides exercises for self-assessment. Part II provides summary information about a wide variety of occupations, organized into 13 occupational groups. The information for each occupation include a description of the work performed, education needed, average salaries, estimated employment in 1990, expected changes in the number of people employed in the field by the year 2005, and employment prospects. Part III describes where and how to obtain more information about occupations. Written sources of information about specific jobs and strategies for getting a job, writing a resume, and interviewing for a job are discussed briefly, and human resources also are described. The book also includes the following: a list of 32 references; DOT codes; answers to exercises; general index; SOC codes; DOT index of occupations; GOE index of occupations; and alphabetical index of occupations with corresponding SOC, DOT, and GOE codes. (KC)

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